

## Q&A

# PEST MANAGEMENT ALLIANCE GRANTS | 2011–2012

### SUBMITTING CONCEPTS

**{QUESTION}** It would be much easier for applicants if we could insert text into Attachment 1, Concept Submission Format. That is clearly not the case with the existing PDF. Request that you post a Word version of this attachment.

**{ANSWER}** We realize that a fillable form would be easier for some applicants, yet others would prefer to write their concepts without such restrictions. Fillable forms work best when you're giving short answers to questions. You're welcome to copy and paste the text from the PDF into a Word file. This might be helpful as you develop your concept outline.



**{Q}** Can you define or clarify what is meant by "readiness for implementation" from Question 3A(3)(a) of the Concept Submission Format?

**{A}** *Readiness for implementation* means that the proposed IPM practices are effective (as demonstrated by prior research), do not require a great deal of additional research, and can be extended to other groups, audiences, areas, or agricultural commodities.



**{Q}** Our group would like to submit a concept. It would help us to involve someone from DPR's pest management group as we put the concept together, but this seems like a conflict of interest. How can we get DPR's involvement?

**{A}** DPR involvement before completing the grant solicitation process is not a good idea. You're correct in assuming it would compromise the process. Once projects are funded they have active DPR participation.

### PROJECT TOPICS

**{Q}** Will DPR give preference to projects that are new as opposed to those that build on an existing framework? For instance, what about funding a project that might borrow effective elements used in neighboring municipalities to spread the program to a wider audience?

**{A}** We're open to all projects, new or existing, with an emphasis on sharing information with a broader audience. Ideally, grants will be used to implement, document, and measure IPM success in a group and spread that success to larger groups.

### WHO'S ELIGIBLE

**{Q}** Can a private organization accept the grant award?

**{A}** Yes. Groups planning to carry out the proposed work in California are eligible to receive funding. Principal investigators may come from public or private institutions or organizations including, but not limited to, commodity boards, UC Cooperative Extension, accredited institutions of higher learning, resource conservation districts, licensed pest control businesses, school districts, cities, governmental agencies, and nongovernmental and nonprofit organizations.



{Q} Can team members work in other states ?

{A} Yes, but Alliance funds cannot be spent on travel to or from other states.

## COMPILING THE PROPOSAL

{Q} Are the attachments supposed to be part of the 20 pages of the proposal?

{A} No, the attachments are separate. We aren't counting Attachment 2, the Title & Signature Page. (We also won't count a table of contents.) For Attachment 3, Current Pest Management Practices, summarize the information in component D of the proposal. Use the attachment to develop something for an appendix, entitled *Additional Documents*. You should also place attachments 4, 5, and 6 in this appendix , but you'll want to include some narrative explanation of these within the proposal.

The explanation for Attachment 4, Task List & Timeline, would become part of the proposal under Section H, Scope of Work. The explanation for attachments 5 (Line-item Budget) and 6 (Task Budget) would go in Section I, Budget. See pages 5 & 6 of the solicitation for the checklist.

Don't worry about Attachments 7–10 yet. These are informational only and will be customized for funded projects.



{Q} I'm confused about the 20-page limit. What if I want to include a bibliography?

{A} You can place your bibliography in a separate appendix entitled *Additional Documents*, where you can also include Current Pest Management Practices (from Attachment 3) and attachments 4, 5, and 6. We encourage you to submit well-organized, succinctly written proposals with fewer than 20 pages.



{Q} If I submit my proposal in person how many copies do you want? Do you require a specific kind of binding?

{A} We prefer that you submit your proposal as a PDF rather than by mail or hand delivery. If you send your proposal by mail or hand deliver it, we only need one copy. We no longer distribute paper copies to the PMAC reviewing committee. Reviewers now access and score the proposals in a secure, online file-sharing site.

## SUBMITTING THE PROPOSAL

{Q} We're planning to send our proposal by Fed Ex and they typically request a telephone number. What number should we use?

{A} 916.445.4033

## CURRICULUM VITAE

{Q} How much detail do you want in the CV? For example, should we include our entire publication list? Any guidelines on the amount of detail required?

{A} The intent is to provide the review committee with some sense of the capabilities of your team. Please include all relevant publications and experience.

## DEVELOPING A BUDGET

{Q} Our initial Concept includes project planning and oversight cost estimates. However it did not account for the cost of mandatory DPR meetings and report preparation. Will mandatory meetings and reporting be considered overhead or separate line items? Are we allowed to submit a revised budget to include such costs?

**{A}** Mandatory meetings and reporting are not considered overhead. If travel is involved to attend meetings, include that in the travel line item in the budget.

The budget submitted with the Concept is understood by DPR to be only a rough estimate.

### **ATTACHMENT 3, CURRENT PEST MANAGEMENT PRACTICES**

**{Q}** Would you like detailed portions of Attachment 3 for areas that will not be addressed in the project (disease management, for example, for a project focused on insect pests)? Is it sufficient to point toward resources and publications, or does it need to be as detailed as the area specifically addressed?

**{A}** We'd like an overall assessment of the key pests that drive pest management practices for the main pest groups—arthropods, weeds, diseases, and nematodes.

Some commodities have completed a USDA Strategic Pest Management Plan, which highlights pest issues and gaps in research. (See [www.ipmcenters.org/pmsp/pmsp\\_form.cfm?usdaregion=National%20Site](http://www.ipmcenters.org/pmsp/pmsp_form.cfm?usdaregion=National%20Site).) You could update your assessment with information about new pests or practices.

If the project focuses on insect pests, spend a good part of Attachment 3 on that and summarize the other pest issues. It would benefit the review committee to know the whole pest management picture.